

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF RETENTION,	)	ADMINISTRATIVE ORDER
DISPOSITION, AND MICROFILMING OF	)	NO. 2013-055
JUVENILE DELINQUENCY FILES	)	
_____	)	

WHEREAS, Arizona Code of Judicial Administration (“ACJA”) Section 3-402 provides for the retention and disposition of Superior Court records; and

WHEREAS, ACJA § 3-402 authorizes the court to issue an order to microfilm and dispose of delinquency case files; and

WHEREAS, ACJA § 3-402 also authorizes the disposal/destruction of juvenile case exhibits “following dismissal, disposition or final appellate ruling” or in accordance with an administrative order; and

WHEREAS, microfilming court records is an alternative medium for record retention and eases space storage congestion,

**IT IS ORDERED** as follows:

1. Microfilming of juvenile delinquency case files may occur after the juvenile has reached the age of 18, when a change of venue has been effected, or in the instance whereby a case file exists containing only the court order reassigning it (i.e., the case has been reassigned to/from the Southeast/Durango facility).
2. Following a quality control check to ensure the integrity of the microfilm, the hard copy files may be disposed of in a confidential manner.
3. Associated paper exhibits, transcripts, and depositions are not required to be microfilmed, and may be disposed of in a confidential manner following the microfilming of the case record.
4. Exhibits admitted to determine probable cause to detain a juvenile on a delinquency or incorrigibility petition (law enforcement departmental reports and accompanying affidavits) may be disposed of, without microfilming, 30 days after the dismissal of the petition or 30 days after disposition has occurred on the petition, if no appeal has been filed.

5. Non-paper, material exhibits (weapons, drugs, etc.) may be released to the seizing agency for disposal according to law following the microfilming of the case record.
6. Any sealed documents or sealed case files may be microfilmed and stored on a separate roll of film, specifically labeled as sealed items, and shall not be released to any person without an order from the Juvenile Court.

**IT IS FURTHER ORDERED** this Administrative Order supersedes Juvenile Administrative Order 2001-09.

Dated this 26th day of April, 2013.

/s/ Norman J. Davis

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Norman J. Davis  
Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Janet Barton, Associate Presiding Judge  
Hon. Colleen McNally, Juvenile Presiding Judge  
Hon. Michael K. Jeanes, Clerk of the Court  
Raymond Billotte, Judicial Branch Administrator  
Eric Meaux, Chief Juvenile Probation Officer  
Richard Woods, Deputy Court Administrator  
Sheila Tickle, Juvenile Court Administrator